

## COMPETENT PERSON CHECKLIST

Guidelines (There may be additional requirements for your circumstances)

### SOILS

**(YES) (NO)**

Visual Observation.....[ ] [ ]

Manual Test.....[ ] [ ]

Soil Classification.....[ ] [ ]

(determination of soil type A,B,C)

**OR**

Slope 1 1/2 to 1.....[ ] [ ]

Trench shoring Box.....[ ] [ ]

Special Engineered Design.....[ ] [ ]

## AND

Correct shore/shield.....[ ] [ ]

Manufacture's Tabulated Data.....[ ] [ ]

Protective System Inspection.....[ ] [ ]

Correct angle of repose (slope).....[ ] [ ]

## ENCUMBRANCES

Above ground.....[ ] [ ]

Below ground.....[ ] [ ]

Surcharge loads.....[ ] [ ]

## GENERAL

Hazard Communication.....[ ] [ ]

Ladders/Ramps.....[ ] [ ]

Hazardous Atmosphere.....[ ] [ ]

Spoil Material Placement.....[ ] [ ]

Water Accumulation.....[ ] [ ]

Utility Location.....[ ] [ ]

## EXCAVATING REQUIREMENTS

**(YES) (NO)**

1. **HAS** the daily inspection of the excavation  
site been made by the competent person.....[ ] [ ]

2. **ARE** hard hats being worn by all personnel  
at all times when on the excavation site.....[ ] [ ]

3. **ARE** personal protection equipment (eye  
shields, toe shields, etc.) being used when  
a hazard exists?.....[ ] [ ]

4. **IS** a copy of the OSHA Trenching standard  
present on site (preferably located on the  
excavator for quick reference)?.....[ ] [ ]

5. **ARE** employees who are exposed to vehicular  
traffic wearing warning vests?.....[ ] [ ]

6. **ARE** employees being kept out from under  
suspended loads?.....[ ] [ ]

7. Before opening any excavation, **HAVE** efforts  
been made to determine if there are underground  
utility installations in the area?.....[ ] [ ]

8.If there are underground utility installations,  
**HAVE** utility companies been contacted before  
excavation was started?.....[ ] [ ]

9. If underground utility installations are  
located, **HAVE** they been protected, braced or  
removed to safeguard employees?.....[ ] [ ]

10. **HAVE** all surface encumbrances been removed?.[ ] [ ]

11. In excavations into which employees are  
required to enter, **HAVE** excavated or other  
materials been effectively stored and retained  
at least 2 feet or more from the edge of the

excavation?.....[ ] [ ]

12. **DO** trenches 4-5 feet or more **HAVE** adequate

means of exit, such as ladders or steps,

located where no more than 25 feet of travel

is required?.....[ ] [ ]

13. **HAS** a harness and lifeline been provided

whenever an employee is required to enter a

confined footing excavation.....[ ] [ ]

14. **HAVE** steps been taken to protect employees

from loose rock and hazards of falling rocks?...[ ] [ ]

**(YES) (NO)**

15. **DO** the walls and faces of trenches 5 feet

or deeper and all excavations in which employees

are exposed to danger from moving ground or a

cave-in **HAVE** a protection system,i.e. shoring,

sloping or some other equivalent means?.....[ ] [ ]

16. **IS** there any evidence of a possible cave-in  
or slide?.....[ ] [ ]

(If **YES**, all work in the excavation **MUST** cease  
until the necessary precautions have been taken  
to safeguard the employees).

17. **HAVE** guardrails been provided when employees  
are required to cross a walkway at an excavation  
site?.....[ ] [ ]

18. If excavation is remote, such as a well,  
pit or shaft, **HAVE** physical barriers been  
provided?.....[ ] [ ]

19. **HAVE** structural ramps used solely by  
employees been designed by a competent  
person?.....[ ] [ ]

20. **DO** the structural ramps **HAVE** appropriate means provided to prevent slipping and ARE the runways uniform in thickness?.....[ ] [ ]

21. **HAS** a barricade, stop log or hand signal been provided when equipment is required close to the excavation?.....[ ] [ ]

22. **ARE** sidewalks, pavement etc. protected from undercuts?.....[ ] [ ]

23. **HAVE** adjoining buildings, walls, etc. been braced or otherwise supported?.....[ ] [ ]

24. **HAS** the air around the excavation site been tested to make sure an oxygen deficiency or hazardous atmosphere does not exist?.....[ ] [ ]

25. If hazardous atmosphere does exist, **HAS**



proper Personal Protective Equipment been  
provided?.....[ ] [ ]

26. **IS** water accumulation a problem?.....[ ] [ ]

(If **YES, ARE** employees in the excavation  
site protected and equipment monitored  
by a competent person?)

27. **DOES** the excavation interrupt the natural  
drainage?.....[ ] [ ]

(If **YES, HAS** suitable means been provided to  
divert the water?)